Appendix A
Fleet Management History

The following is a brief chronological summary of relevant fleet management initiatives from 1997 – 2004.

1997 – 1998

Under the direction of the Lt. Governor's Office, the Council on Efficient Operations (CEO), Vehicle Maintenance and Management Team made the following recommendations:

1. Develop and implement a collaborative plan for purchasing, replacing and re-marketing state vehicles
2. Implement a standard vehicle tracking policy and method
3. Implement a standard vehicle assignment and use policy
4. Develop and implement a comprehensive maintenance program for all state vehicles
5. Implement a fuel program, utilizing an electric fuel card to be used by all state vehicle fleets
6. Standardize the decision process when selecting vehicle travel methods (personal, state, or rental)

The CEO team published the following documents:

- *Vehicle Management & Maintenance, Opportunities to Improve the State of Missouri's Vehicle Fleet Efficiency. August 20, 1997.*
- *Vehicle Management in State Government, An Analysis of Practices and Methods. January 1998.*

2001

State Fleet Management Audit Released

State Auditor, Claire McCaskill, issued an audit of State Fleet Management Report Number 2001-94 (http://www.auditor.state.mo.us/press/2001-94.pdf) recommending the Office of Administration set statewide policy for fleet management to include the following requirements:

1. Minimum mileage use requirements
2. Vehicle replacement policies, including replacement thresholds by vehicle type
3. Vehicle purchasing and budgeting procedures
4. Preventive maintenance, including maintenance schedules

Appendix A
Fleet Management History

5. Allowable and unallowable uses and the records required to account for such use
6. Justification for assigning vehicles to individuals
7. Justification for commuting

State Fleet Management Task Force Formed

In response to the State Auditor's report, the Office of Administration convened an interagency State Fleet Management Task Force to develop and recommend a state vehicle policy governing the acquisition, assignment, maintenance and use of state vehicles.

2002

State Vehicle Policy Issued

The Commissioner of Administration issued the State Vehicle Policy (Appendix C) in January 2002. Issuance of this policy satisfied a number of recommendations made by the State Auditor and the House Interim Committee on State Fleet of Motor Vehicles and Airplanes. It also met the Commissioner of Administration's responsibility under Section 37.450 RSMo to issue policies governing the acquisition, assignment, use, replacement and maintenance of state-owned vehicles.

House Interim Committee Releases Report

The House Interim Committee on State Fleet of Motor Vehicles and Airplanes issued a report (http://www.house.state.mo.us/bills01/intcom01/fleet.htm) on February 5, 2002 recommending the establishment of a statewide fleet management program under the Office of Administration to encompass the following:

1. A standard vehicle tracking system
2. A central revolving fund within the Office of Administration to retain funds for the purpose of purchasing vehicles
3. A comprehensive maintenance program
4. A policy to ensure state vehicles are used solely for state business
5. Annual safety inspections of all vehicles
6. Compliance of all state purchasing policies
7. Annual reporting of the state fleet
8. Standardize the decision process for selecting vehicle travel methods
9. Establish a standardized policy on transporting personnel

Appendix A
Fleet Management History

Fleet Management Legislation Signed Into Law

Governor Holden signed HB 1270 and 2032 (Appendix B) on July 11, 2002 creating a Fleet Management Program within the Office of Administration.

State Fleet Manager Appointed

The State Fleet Manager was appointed on August 1, 2002.

Fleet Management Advisory Committee Formed

The Fleet Management Advisory Committee (FleetMAC), a committee of representatives from all state agencies, began its work on August 8, 2002.

Efforts Begin to Determine Agency Compliance with the State Vehicle Policy

In August 2002, the Office of Administration, Division of General Services issued a questionnaire to state agencies to determine compliance with the State Vehicle Policy.

State Fleet Management Website Developed

The State Fleet Management website was developed in August 2002 and is available at http://www.oa.mo.gov/gs/fm/index.htm. The website serves as a resource for agency fleet managers and provides information on statewide fleet initiatives.

Fleet Information System Requirements Finalized

In October 2002, the Office of Administration, with the assistance of FleetMAC, finalized system requirements for the Fleet Information System required under Section 37.450 RSMo.

State Agencies Directed to Review Fleet Assignments and Reduce Fleets Accordingly

State agencies were directed to review their fleet assignments and determine if they are justified. Agencies were also directed to reduce the number of assigned vehicles, on-call vehicles and overall size of the state fleet.

Appendix A
Fleet Management History

Fleet Information System Development Begins

The Office of Administration, Division of Information Systems began system development in December 2002.

2003

State Agencies Reduce Passenger Vehicles by 10%

State agencies reported fleet reductions of 969 vehicles since the beginning of the state fleet initiative.

Vehicle Preapproval Process Implemented

To contain growth in the state fleet, all new or used passenger vehicles less than 8,500 GWV (Gross Vehicle Weight), with the exception of law enforcement pursuit vehicles driven by POST[1] certified law enforcement officers, must now be pre-approved before purchase.

State Fleet Information System Implemented

The web-based State Fleet Information System was developed in-house by the Office of Administration and implemented on July 1, 2003, saving approximately $345,000 in system development costs.

Benefits of the information system include:

- Uniform reporting of state vehicle data from all state agencies
- Statewide fleet analysis including the ability to monitor agency compliance with the State Vehicle Policy
- Accurate and consistent count of the number of state vehicles
- Reconciliation of vehicle data with the Department of Revenue
- Improved efficiencies by generating required reports and automating the transfer of data for vehicle maintenance and repair costs
- Submission of required alternative fuel and vehicle data to the Department of Natural Resources

---

[1] Peace Officers Standards Training Program administered by the Missouri Department of Public Safety.

Appendix A
Fleet Management History

State Fleet Management conducts first analysis of cost to own and operate a state vehicle

Research conducted by State Fleet Management indicated that state vehicle ownership is the least costly fleet financing option at approximately $.21 per mile[2] to own and operate a typical state-owned sedan.

State Fleet Management develops Trip Optimizer tool

A *Trip Optimizer* tool was developed to assist agencies in determining the most cost effective mode of travel between Amtrak, state vehicles, mileage reimbursement and rentals. The *Trip Optimizer* is a user-friendly tool available for state employees on the State Fleet Management web site at http://www.oa.mo.gov/gs/fm/traveloptions.htm. The user enters the number of trip days and round trip miles and the most cost effective travel option is displayed. State Fleet Management promoted the Trip Optimizer through Fleet Management Advisory Committee, Financial Management Advisory Committee and the State Purchasing Committee.

2004

Rebid State Fleet Fuel Card Contract

State Fleet Management, along with OA/Purchasing drafted a request for proposal to explore opportunities for savings.

Upgraded State Fleet Information System

On June 1, 2004 the State Fleet Information System was upgraded to further classify vehicles assigned to dedicated tasks. This change will provide better information to analyze the utilization of such vehicles.

Promoted Use of the Trip Optimizer

The State Fleet Manager promoted use of the *Trip Optimizer* with the Statewide Purchasing Committee, FMAC (Financial Management Advisory Committee) and agency fleet managers.

---

[2] FY'03 cost to own a operate a sedan. FY'04 cost is available on page 24.